**Referral Letter Sample for Job**

horizontal line

**[Your Name]  
[Your Title]  
[Your Company Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]**

**[Date]**

**[Recipient’s Name]  
[Recipient’s Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]**

**Dear [Recipient’s Name],**

**I am pleased to refer [Candidate’s Name] for the position of [Job Title] at [Company Name]. I have known [Candidate’s Name] for [duration] in the capacity of [relationship, e.g., colleague, mentor, supervisor]. Throughout this time, [he/she/they] has/have consistently displayed a strong work ethic, outstanding skills, and a dedication to excellence.**

**[Candidate’s Name] has a proven track record in [specific field or skill], with notable achievements such as [specific accomplishment]. Their ability to [specific skill or quality] makes them an excellent fit for the [Job Title] position at your company.**

**Candidate Information:**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Key Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I am confident that [Candidate’s Name] will be a valuable addition to your team. Please do not hesitate to contact me for further information or to discuss [Candidate’s Name]'s qualifications in more detail.**

**Sincerely,**

**[Your Name]  
[Your Title]**